

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824038

DATE POSTED: 06/13/22

POSITION NO: 894690

CLOSING DATE: 06/24/2022 by 5pm

POSITION TITLE: PROGRAM SUPERVISOR I

DEPARTMENT NAME / WORKSITE: Navajo Parks and Recreation Department / Cameron, AZ

WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: BQ64A

WORK HOURS: Varies PART TIME: NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.66 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty providing on-site management and administration of Little Colorado River Tribal Park; will supervise staff; plan, direct and manage the overall operations of the Park including maintenance, park protection, interpretation and fee collection activities; development and administration of short and long terms plans; assist with the annual budget, administer procedures and guidelines to staff; develop and evaluate the Tribal Parks goals and objectives; assures effective accounting, expenditure controls and park operations in accordance with applicable standards; assist with development of necessary Park Policies. Program Supervisor will assign and review work assigned to staff; will oversee personnel matters; meet with staff and process employee's developments; conducts employee performance appraisals; will take appropriate action when necessary; communicate with department on park activities through reports, responsible for presentations and report updates at staff meetings; provide assistance on implementing visitor service, responsible for enforcing relevant policies, procedures and standards for the Park and the Department; conduct research; attend Department Managers/Supervisors meetings; Responsible for establishing and maintaining business relationships with tour operators, commercial filming companies, tribal officials, governmental representatives and the public; responsible to perform diverse administrative duties to include written correspondence and reports; responsible for development of proposals and special assignments as required.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's Degree in Business Administration or closely related; or equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Incumbent must obtain a Navajo Nation Driver's Permit within 90 days date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Parks and Recreation administration. Supervision and Personnel Management procedures and practices; knowledge of Navajo Nation, Federal and State Laws, regulations and guidelines governing tribal operations and workplace safety related to park operations; knowledge of budget, cash collection and reporting systems, short and long range planning and performance measures; knowledge of parks operational and maintenance needs, skill in compiling and developing documents and reports, managing staff relationships, maintain open communications and effective working relationships, provide advice and direction to staff; skill in interpretation and information services; ability to converse in Navajo Language.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.